

CONFIDENTIAL

OFFICE OF SECURITY WEEKLY STAFF MEETING

OS Conference Room

6 December 1973

1. Present were:



25X1A

2. Pertinent Items of Interest:

a. OS Surplus Condition

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Mr. [REDACTED] advised that a memorandum will be forwarded to the DD/M&S by COB today stating that a personnel surplus officially exists within the Office. The surplus will be declared on a Career Service basis rather than by grade levels, functions, or specialties. A memorandum has also been prepared and will be distributed to all Office employees ASAP outlining the situation within the Office and providing guidance on the "voluntary/involuntary" retirement that employees may take advantage of prior to 31 December of this year.

b. Agency Newspaper

The DCI has decided to initiate the publication of a daily "newspaper" to be distributed within the Agency beginning sometime in January 1974. The publication will be called "The National Intelligence Daily" and will be classified at the TOP SECRET/Codeword level.

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c. Fitness Report Procedures

The Director of Security will hold a meeting with all Office supervisory personnel on Monday, 10 December, to discuss the new procedures for preparation of fitness reports. Also discussed will be the role of supervisors in our Career Development Program.

d. DDCI Trip

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e. Relocation of OS Elements

The Security Support Division, currently located in Room 1 E 4838, will be moving to new quarters in Rooms 4 E 25-27 beginning tomorrow.

f. Reassignments

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The following reassignments were announced by Mr. [REDACTED]

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g. Personnel Security and Investigations

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Mr. [REDACTED] indicated that the processing time for accountable cases during November was down to only 51 days, a significant reduction from the previous

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month. The time is counted from the day the clearance request is received in the Office until final appraisal action is completed by Clearance Division.

h. Headquarters Compound Lighting

As a result of discussions between the Office of Logistics, General Services Administration, and the Office of Security, a compromise has been worked out concerning the lighting in the Headquarters Building and in the parking lots. While the lighting level will continue to be reduced to comply with the President's directives, sufficient illumination to ensure security of the area and employee safety will be maintained.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OS Weekly Staff Meeting

FROM: 25X1A	PPB	EXTENSION 5311	NO.	DATE 10 December 1973
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.	AC/PPB	12/11/73	MM	
2.	DD/P&M	11 DEC 1973	J	
3.	D/Security	11 DEC 1973		
4.	DD/Security	12 DEC 1973		
5.				
6.				
7.	Mr. [redacted]	12/12		
8.				
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